

# CALENDAR OF SCHOOL NUTRITION PROGRAM REQUIREMENTS

ITEM or PROCESS	DUE DATE	SUBMIT TO DOE	RETAIN IN FILE
CNPweb Packet for New Program Year: Sponsor Information Sheet Site Information Sheet(s) Other documents <u>starred</u> on packet page	June 1 <sup>st</sup> - School Start	✓ online	
Food Service Mgmt Co. Contract/ Vended Meals Contract	June 30 <sup>th</sup>	✓ paper	
* Direct Certification- 1 <sup>st</sup> Match 2 <sup>nd</sup> Certification match due the last week of September 3 <sup>rd</sup> Certification match due the last week of January	2 <sup>nd</sup> Week of July – School Start		✓
* Parent Letter/Free & Reduced Application To all households <u>not</u> directly certified	<u>After</u> Direct Cert – School Start		✓
FDP Re-certification for New Program Year	August	✓ online	
Production Records	Daily		✓
Claim for Reimbursement (CNPweb) Cannot be paid if submitted more than 60 calendar days following the end of claim month	10 <sup>th</sup> of Each Month	✓ online	
Annual Financial Report (CNPweb) For previous program year	September 1 <sup>st</sup>	✓ online	
Civil Rights Training	Annually		✓
* Verification Process Started	October 1 <sup>st</sup>		✓
* Direct Verification	October 1 <sup>st</sup>		✓
* Verification Process Completed	November 15 <sup>th</sup>		✓
* Verification Summary Report	December 15 <sup>th</sup>	✓ online	
**On-site Monitoring Process	February 1 <sup>st</sup>		✓
NSMP (Nutrient Standard Menu Planning) (Formerly called NuMenus)	Ongoing		✓

\* Residential institutions (RCCI) do not need to complete these items if they do not approve free and reduced meal applications.

\*\* Single school sites or single RCCI sites do not need to complete this item.